



**CITY OF EUREKA
COMMUNITY DEVELOPMENT DEPARTMENT**

531 K Street • Eureka, California 95501-1146
Ph (707) 441-4160 • Fx (707) 441-4202 • www.ci.eureka.ca.gov

***WTF Permit
(Wireless Telecommunication Facility)***
Overview

The purpose of the WTF Ordinance is to provide a uniform and comprehensive set of standards for the development and operation of wireless telecommunications facilities. The regulations contained herein are intended to protect and promote the public health, safety, community welfare and the aesthetic quality of the city while at the same time providing reasonable opportunities for providers of wireless telecommunications services to provide such services in a safe, effective and efficient manner.

All wireless telecommunication facilities must comply with the Development Standards found in Chapter 159, § 159.006, and all wireless telecommunication facilities must obtain a wireless WTF Permit. All wireless telecommunication facilities must be co-located with existing facilities unless it is determined through review of the WTF Permit that co-location is not feasible.

How to Apply

WTF Permit applications are available at the Community Development Department, 3rd floor, City Hall, or on the Department's website at www.ci.eureka.ca.gov. Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

The Process

Step 1: Application Acceptance, Department Review

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue.

Step 2: Administrative Approval

Once your application has been accepted as complete, if the required Site Plan Review and Architectural Review has been approved, and all other project clearances (except building permits) have been obtained, then the Director of Community Development may administratively approve the WTF Permit if the following findings can be made:

- (1) The proposed wireless telecommunication facility will not generate electromagnetic or radio frequency radiation in excess of the Federal Communications Commission adopted standards for human exposure; and
- (2) The proposed wireless telecommunication facility will be compatible with the general character, aesthetics, scenic qualities, and existing development in the surrounding neighborhood.

You will then receive a WTF Permit from the Department indicating the Permit has been approved.

Other Permits and Reviews

In addition to completing the Wireless Telecommunications Facility Permit process, you may be required to obtain additional permits or reviews prior to proceeding with your project, such as Design Review, Historic Preservation Review, Building permits, or Encroachment permits. Community Development Department Staff can discuss with you what additional permits or reviews may or will be required.

How to Get Help

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.

Supplemental Application Form

Please complete the information below by checking the appropriate boxes and attaching additional sheets for the supplemental information as necessary. If you have questions regarding this Supplemental Application Form, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday 8 a.m. - noon and 1 p.m. - 5 p.m.

1. Provide the following information:		Done	N/A
(a) All application materials otherwise required for design review as prescribed in the Eureka Municipal Code		<input type="checkbox"/>	<input type="checkbox"/>
(b) Scaled photo simulations, elevations and other visual or graphic illustrations necessary to determine the visual compatibility of the proposed project, including all equipment and antennae associated with future co-located telecommunications, with the general character, aesthetics, scenic qualities, and existing development in the surrounding neighborhood.		<input type="checkbox"/>	<input type="checkbox"/>
(c) A landscape plan that shows existing vegetation, vegetation to be removed and proposed landscaping by type, size and location with the expectation that maturity will occur in three to five years		<input type="checkbox"/>	<input type="checkbox"/>
(d) A geographic service area map showing:		<input type="checkbox"/>	<input type="checkbox"/>
(i) The applicant's existing and anticipated future wireless telecommunications network within 3 miles in all directions of the proposed wireless telecommunication facility;			
(ii) The handoff sites within the area described in (a) above;			
(iii) The geographic area of the "cell" in which the proposed wireless telecommunication facility could be located to provide the new or expanded wireless service; and			
(iv) All other existing facilities that could be used for co-location within 3 miles in all directions of the proposed wireless telecommunication facility			
(e) If the proposed wireless telecommunication facility will not be co-located with an existing approved facility, written justification why co-location is not feasible shall be submitted. Feasibility shall include the following		<input type="checkbox"/>	<input type="checkbox"/>
(f) Whether there are any existing facilities within the geographic area of the cell required for the proposed wireless telecommunication facility		<input type="checkbox"/>	<input type="checkbox"/>
(g) If there are existing facilities within the geographic area of the cell for the proposed wireless telecommunication facility, feasibility shall consider whether:		<input type="checkbox"/>	<input type="checkbox"/>
(i) The existing facility(ies) is of sufficient height to meet the needs of the proposed wireless telecommunication facility;			

	(ii) The existing tower(s) or support structure(s) have sufficient structural strength to support the proposed new wireless telecommunication antennas or antenna arrays and related equipment;	
	(iii) There is adequate vertical and horizontal distance available on the existing tower(s) or support structure(s) to accommodate the proposed wireless telecommunication antennas or antenna arrays and related equipment;	
	(iv) The proposed wireless telecommunication facility would cause adverse electromagnetic interference with the existing facility(ies);	
	(v) There is adequate site area and/or building floor area at the existing facility(ies) to accommodate the proposed wireless telecommunications ground equipment; and	
	(vi) The owner of the existing facility(ies) will consent to co-location.	
(h)	A Federal Communications Commission TOWAIR Determination that the antenna structure does not require registration, or an aircraft and airport safety analysis providing a copy of the Federal Aviation Administration approval letter that the project conforms to Federal Aviation Administration regulations (<i>Form FAA 7460-1 "Notice of Proposed Construction or Alteration" and the "Determination of No Hazard to Air Navigation"</i>) and including specific safety requirements such as lighting, facility color, etc.	<input type="checkbox"/> <input checked="" type="checkbox"/>
(i)	A structural analysis prepared by a qualified California licensed civil engineer showing that the proposed wireless telecommunication facility meets manufacturer's specifications and the requirements of the state's building code contained in Title 24 of the California Administrative Code, as may be amended from time to time, relating to structural design, wind, ice and snow loads	<input type="checkbox"/> <input checked="" type="checkbox"/>
(j)	A public health report, prepared by a qualified radio frequency engineer written in plain English and in conformance with the Federal Communications Commission OET 65. The public health report shall state the maximum electromagnetic and radio frequency radiation to be emitted by the proposed facility and whether those emissions conform to safety standards adopted by the Federal Communications Commission. The public health report shall include the cumulative analysis of the electromagnetic and radio frequency radiation of all other existing and anticipated future wireless telecommunication facilities within 2,000 feet of the proposed facility	<input type="checkbox"/> <input checked="" type="checkbox"/>
(k)	Noise and acoustical information for non-transportation noise sources, including the base transceiver station(s), equipment building(s) and associated equipment, such as cooling equipment and back-up generator(s) showing compliance with the development standards of section 159.006(A)	<input type="checkbox"/> <input checked="" type="checkbox"/>

Plan Drawings for All Applications

All projects involving construction, alteration, conversion, or other modification to a building, structure or site must submit 1 original, and, if the plans are computer generated, one electronic copy (which may be sent via email) of a Site Plan, Floor Plan and Elevations, unless otherwise stated in the Supplemental Application Form(s) for the application you are submitting. If you are unsure which plan drawings you need to submit, or how many copies to submit, please contact the Department.

All of the plan drawings must be drawn to a standard engineer or architect scale. We prefer plan sheets to be no larger than 11" x 17", provided, of course, that the detail is legible at that size.

The following items must be included in the title block on EACH plan:

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| <ul style="list-style-type: none"> ✓ Title ✓ Scale ✓ North Arrow ✓ Contact information for the applicant, agent, and/or contractor | <ul style="list-style-type: none"> ✓ Property Address ✓ Assessor Parcel number ✓ Date |
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<p>1. <u>The Site Plan should show:</u></p> <ul style="list-style-type: none"> (a) All property lines, with dimensions (b) All adjacent streets, alleys, and easements and distance to centerline of same (c) Sidewalk area as measured from the face-of-curb to the property line (d) Distance from all property lines to all structures (a.k.a. setback dimensions) (e) Square footage of all structures, measured exterior wall to exterior wall (f) Use of all structures (g) Size and location of all off-street parking and loading spaces (h) Landscaping, include size of planter area and the plant material and size (e.g., 5 gallon) (i) Location, size and type of trees to be removed (j) Natural resource areas (e.g., wetlands, riparian areas, etc.) 	Done N/A
<i>Note: Eaves, structures to be removed/demolished, and upper floors may be shown in dashed outline and labeled (e.g., "Shed to be removed", "New second floor")</i>	
<p>2. <u>The Floor Plan should show:</u></p> <ul style="list-style-type: none"> (a) Interior/exterior walls (distinguish between walls to remain, walls to be removed, and new walls); include doors, windows, stairs, porches, decks, etc. (b) Room function (e.g., bedroom, kitchen, shed, garage, office, warehouse, etc.) (c) Structure dimensions (d) Square feet of each room or use in a multi-use building 	Done N/A
<i>Note: Color photographs may be submitted for alterations or additions to existing buildings or structures, including signs</i>	
<p>3. <u>The Elevation Drawings should show:</u></p> <ul style="list-style-type: none"> (a) Building or structure (including signs) height (b) Walls, roofs, overhangs, windows, doors and other architectural features (c) Slope of natural grade and cut/fill lines (d) Exterior building materials (e) Exterior colors or treatments 	Done N/A